

Advanced Search-Guided

To use Advanced Search with Guided-Style Fields:

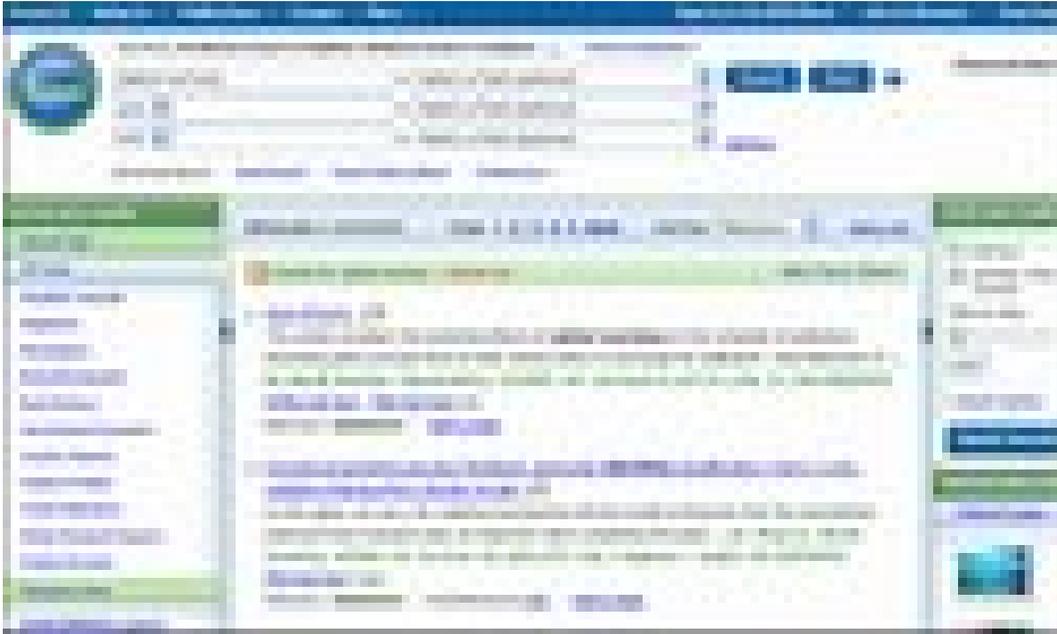
1. Click the **Advanced Search** link below the **Find** field.
2. On the Advanced Search Screen, enter your search terms in the first **Find** field.



3. Choose the search field from the optional **Select a Field** drop-down list (for example, search in only the Subject Terms field of the citation).
4. Repeat steps 1 and 2 for the second set of **Find** fields.
5. Select a Boolean operator (AND, OR, NOT) to combine the two **Find** field entries.
6. You can enter another Boolean operator, keyword, and search field in the third set of fields.
7. If you need additional rows, click the **Add Row** link. Up to 12 rows can be displayed. To delete a row, click the **Remove Row** link.
8. Select from the available Search Options:
 - **Search modes** ó Use specific [search modes](#), such as "Find all of my search terms," or "SmartText Searching," or use search options that expand your search such as "Apply related words."
 - **Limit your results** ó such as Full Text or Publication type.

- **Special Limiters** ó Apply limiters specific to a database. If you select a special limiter, it is applied only to the database under which it appears

9. Click the **Search** button. The Result List displays.



Search Tips

Boolean Operat ors

And - combines search terms so that each search result contains all of the terms. For example, **education and technology** finds articles that contain *both terms*.

Or - combines search terms so that each search result contains at least one of the terms. For example, **education or technology** finds results that contain *either term*.

Not - excludes terms so that each search result does not contain any of the terms that follow it. For example, **education not technology** finds results that contain the term *education* but **not** the term *technology*.

Wildcard (?) and Truncation (*) Symbols

Use the wildcard and truncation symbols to create searches where there are unknown characters, multiple spellings or various endings. Neither the wildcard nor the truncation symbol can be used as the first character in a search term.

The *wildcard* is represented by a question mark (?). To use the wildcard, enter your search terms and replace each unknown character with a ?. EBSCOhost finds all citations of that word with the ? replaced by a letter.

For example, type **ne?t** to find all citations containing **neat**, **nest** or **next**. EBSCOhost does not find **net** because the wildcard replaces a single character.

Truncation is represented by an asterisk (*). To use truncation, enter the root of a search term and replace the ending with an *. EBSCOhost finds all forms of that word.

For example, type **comput*** to find the words **computer** or **computing**.

Proximity

You can use a proximity search to search for two or more words that occur within a specified number of words (or fewer) of each other in the databases. Proximity searching is used with a keyword or Boolean search.

The proximity operators are composed of a letter (**N** or **W**) and a **number** (to specify the number of words). The proximity operator is placed between the words that are to be searched, as follows:

Near Operator (N) - **N5** finds the words if they are within five words of one another regardless of the order in which they appear.

For example, type **tax N5 reform** to find results that would match **tax reform** as well as **reform of income tax**.

Within Operator (W) - In the following example, **W8** finds the words if they are within eight words of one another and *in the order in which you entered them*.

For example, type **tax W8 reform** to find results that would match *tax reform* but would **not** match *reform of income tax*.

Grouping Terms Together Using Parentheses

Parentheses also may be used to control a search query. Without parentheses, a search is executed from left to right. Words that you enclose in parentheses are searched first. Why is this important? Parentheses allow you to control and define the way the search will be executed. The left phrase in parentheses is searched first; then, based upon those results, the second phrase in parentheses is searched.

Generalized Search: dog or cat and show or parade

Focused Search: (dog or cat) and (show or parade)

In the first example, the search will retrieve everything on dogs, *as well as* cat shows *as well as* everything on parades.

In the second example, we have used the parentheses to control our query to only find articles about

shows or parades that reference dogs or cats.

Using Quotation Marks

Typically, when a phrase is enclosed by double *quotations marks*, the exact phrase is searched. This is not true of phrases containing stop words. A stop word will never be searched for in an EBSCO*host* database, even if it is enclosed in double quotation marks. A search query with stop words only (i.e. no other terms) yields no results.

Limiters and Expanders

You can also select any limiters or expanders available on the Refine Search sub-tab. When you have entered your search terms and selected any search options, click **Search**. Your search results are displayed. To print, e-mail or save several search results, you should add them to the folder.

Your library administrator selects which search modes and search options are displayed.

Special Limiters

If you are searching more than one database, on the Refine Search sub-tab the limiters common to the databases appear under the **Limit your results** heading. If you select any of the common limiters, they are applied to all databases you are searching. A limiter will appear in the common limiters section only if it is available in all the databases you selected. If a limiter is available in three of four databases you selected, it will be displayed in the special limiters section of those three databases.

The database-specific limiters appear under the heading **Special limiters for: *Database Name***. (e.g., **Special limiters for: *Academic Search Premier***) If you select a special limiter, it is applied only to the database under which it appears. For example, you might select the Publication type limiter below *Academic Search Premier*, and need to select it again below *Newspaper Source*.

Suggest Subject Terms

Some databases offer the **Suggest subject terms** search feature on Advanced Search. For a single database, you can enter search terms and mark the **Suggest subject terms** check box. When you click **Search**, the corresponding thesaurus is searched and the most appropriate terms are displayed. If you search using only limiters, "Suggest" is ignored. If you conduct a fielded search at the command line (e.g., AU Smith) Suggest is ignored.